



## Contract

**Commodity or Service:** Courier Service 801 W Badger Rd Madison, WI

**Request for Bid/Proposal No:** ETJ0009  
Simplified Bid

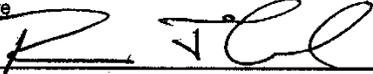
**Contract Period:** November 1, 2009 thru October 31, 2010 with option for 2 ( two) 1 (one) year renewals

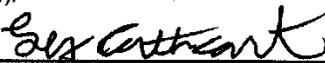
1. This contract is entered into by and between the State of Wisconsin, Department of Employee Trust Funds, and the contractor whose name, address, and principal officer appears below;
2. Whereby the Department of Employee Trust Funds, agrees to direct the purchase and the contractor agrees to supply the contract requirements cited above in accordance with the terms and conditions of the request for bid cited above, and in accordance with the contractor's bid submitted on this request for bid; which request for bid is hereby made a part of this contract;
3. In connection with the performance of work under this contract, the contractor agrees not to discriminate against any employees or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in s.51.01(5), Wis. Stats., sexual orientation as defined in s.111.32(13m), Wis. Stats., or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Except with respect to sexual orientation, the contractor further agrees to take affirmative action to ensure equal employment opportunities. The contractor agrees to post in conspicuous places, available for employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of the nondiscrimination clause.
4. Contracts estimated to be over twenty-five thousand dollars (\$25,000) require the submission of a written affirmative action plan. Contractors with an annual work force of less than twenty-five (25) employees are exempted from this requirement.  
  
Within fifteen (15) working days after the award of the contract, the plan shall be submitted for approval to the contracting agency. Technical assistance regarding this clause is provided by the Wisconsin Office of Contract Compliance, Department of Administration, P.O. Box 7867, Madison, WI 53707-7867, (608) 266-5462.
5. The order of precedence is: the official purchase order; this contract; State's Request for Bid (RFB) ETJ0009 dated September 1, 2009; Standard Terms and Conditions; Scram! Couriers's reply dated September 10, 2009.

*This document can be made available in accessible formats to qualified individuals with disabilities.*

A handwritten signature in black ink, appearing to be 'CC' or similar initials.

**Contract Number: ETJ0009 Courier Services 801 W  
Badger Rd Madison, WI**

State of Wisconsin Department of Administration Department of Employee Trust Funds	
By (Name)	Robert J. Conlin
Signature	
Title	Deputy Secretary
Phone	608-261-7940 bob.conlin@etf.state.wi.us
Date (MM/DD/CCYY)	10/09/2009
Witness (1):	
Witness (2):	

To be Completed by Contractor	
Company Name	Scram! Couriers, LLC
Company Address (City, State, Zip)	P O BOX 5026 Madison WI 53705-0026
By (Name)	Richard Cathcart
Signature	
Title	Owner
Phone	608-441-7360 info@scramcouriers.com
Date (MM/DD/CCYY)	09/24/2009
Witness (1):	
Witness (2):	